

APPENDIX 2: MAP STANDARDS

A-2-1 NUMBER OF REVIEW AND FILING COPIES TO BE SUBMITTED

<u>MAP</u>	<u>REVIEW</u>	<u>FILING</u> <u>(After Plan Approval)</u>		<u>Mylar or Sepia Copy</u>	<u>Mylar As-Built</u>
	<u>Prints</u>	<u>Prints</u>	<u>Mylar Original</u>		
Sketch Plan	9	4			
Preliminary Plat					
Major Subdivision	9	4			
Minor Subdivision	4	4			
Final Plat	10	10	1	1	
Exclusion Map ^a	4	4			
Annexation Map	9		1("D" drawing)	1	
Plot Plan					
(for building permit) ^b	2				
Site Plans/Group Developments:	9 sets	4 sets			
* Site Layout Sheet					
* Water & Sewer Utility					
Sheet					
* Grading & Erosion					
Control/Watershed Development					
Plan Sheet					
* Landscaping Plan Sheet					
Street & Utility Construction					
Plans & Profiles	4 sets	7 sets			1 set
Watershed Development Plan	4				
Grading & Erosion Control Plan	5				

^a If a plat is to be recorded, see Final Plat for number of copies to be submitted.

^b Refer to Section 3-11.1 (Applicability) to determine when a plot plan is required.

A-2-2 REQUIRED INFORMATION ON MINOR AND MAJOR SUBDIVISIONS, EXCLUSIONS, ANNEXATIONS, EROSION CONTROL/WATERSHED DEVELOPMENT PLANS, AND SITE PLANS/GROUP DEVELOPMENTS

Maps and/or plans submitted to the Planning Department for review shall contain the following information. An "X" indicates required information. Information required on Site Plan sheets is indicated as follows: "A" means inclusion on all sheets, "S" means inclusion on Site Layout sheet, "U" means inclusion on Utility sheet, "E" means inclusion on Erosion Control/Watershed Development sheets, and "L" means inclusion on Landscaping sheet. Depending on the scale or complexity of the development, any or all the sheets may be combined. Additional information may be required for approval of the Site Plan. The Enforcement Officer may waive specific requirements when he determines they are not necessary to complete the review. A site layout sheet meeting the requirements of Article VI may serve as a preliminary subdivision plat. "ECP" means Erosion Control Plan; "WDP" means Watershed Development Plan.

<u>Information</u>	Minor & Major Subdivisions <u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
Map or plan size:							
Shall not exceed a maximum size of 24" by 36"	X	X				X	A
May be drawn on more than one sheet with appropriate match lines	X	X	X	X		X	A
Use standard 18" by 24" sheet for plats to be recorded, with borders as required by County Register of Deeds; draw original on drafting film, matte both sides, with a thickness of 3 to 4 mil			X				
Title Block containing:							
Name of development	X	X	X			X	A
Type of map or plan (sketch plan, preliminary plan, etc.)	X	X	X	X	X	X	A

Information

Title Block containing (continued):

	Minor & Major Subdivisions						
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
Location (including address, city, township, county, & state)	X	X	X	X	X	X	A
Date map prepared and revised	X	X	X	X	X	X	A
Scale of drawing in feet per inch (drawing shall not be at a scale of less than 1 inch = 200 feet)	X	X	X	X	X	X	A
Bar graph		X	X	X	X	X	A
Name, address, and telephone number of preparer (licensed surveyor, engineer, or architect)	X	X	X	X	X	X	A
Owner's name, address, and daytime telephone number	X	X	X	X	X	X	A
Developer's name, address, and daytime telephone number (if different from owner's)	X	X	X			X	A
Zoning of property and of adjoining properties	X	X	X				S,L
Existing land use of property and of adjoining properties	X	X		X			S,L
Plat book or deed book references		X	X	X	X		S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)		X	X	X	X		S
Tax map, block, & parcel(s) numbers	X	X	X	X	X		S

<u>Information</u>	Minor & Major Subdivisions <u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner at a scale of 1 inch = 2000 feet)	X	X	X		X	X	A
City limits, county lines, and other jurisdiction lines, if any (showing existing and new city limits on annexation maps)	X	X	X	X	X		A
Registration & seal of land surveyor			X				
North arrow & orientation (North arrow shall not be oriented towards bottom of map)	X	X	X	X	X	X	A
Source of property boundaries signed and sealed by registered land surveyor, engineer, or architect		X					S
Boundaries of the property:							
Represented distinctly and accurately and showing all distances		X	X	X	X	X	A
Tied to nearest street intersection or U.S.G.S. monument		X	X				S
Showing locations of intersecting boundary lines of adjoining properties		X	X	X	X		S
Location and descriptions of all monuments, markers, and control corners			X				

<u>Information</u>	Minor & Major Subdivisions						
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
Existing property lines (if existing property lines are to be changed, label as "old property lines" and show as dashed lines)	X	X	X	X			S
Dimensions, location, and use of all existing and proposed buildings; distances between buildings measured wall-to-wall at the closest point; distance from building wall measured at right angle to closest property line	X	X		X			S
Proposed building locations for twin home or zero side setback developments	X	X					
Name of any property or building on the National Register of Historic Places or of any locally designated historic property		X	X	X			S
Railroad lines and rights-of-way	X	X	X	X	X	XA	
Watercourses, ponds, lakes, and streams	X	X	X	X	X	XA	
Marshes, swamps, and other wetlands	X	X				XA	
Areas to be dedicated or reserved for the public or a local jurisdiction	X	X		X			A
Areas designated as common area or open space under control of an Owners' Association	X	X		X			S
Location, dimensions, and details of proposed clubhouses, pools, tennis courts, tot lots, or other common area recreation facilities							S,L
Location of floodway & floodway fringe lines from Flood Insurance Rate Maps and cross-section elevations	X	X	X	X	X	XA	

Information	Minor & Major Subdivisions Sketch <u>Plan</u> X	Prelim <u>Plat</u> X	Final <u>Plat</u>	Exclusion <u>Map</u>	Annexation <u>Map</u>	ECP/ WDP X	Site Plan/ Group Dev U,E
Existing and proposed topography on property and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available); and label at least two contours, including all 10 foot contours from mean sea level							
Proposed lot lines & dimensions	X	X	X	X			
Lots numbered consecutively		X	X	X			S
Square footage of all proposed lots under one (1) acre in size		X	X	X	X		
Acreage for all lots over one acre		X	X	X	X		
Site calculations including:							
Acreage in total tract	X	X	X	X	X	X	A
Acreage in public drainageway and open space		X	X			X	S,L
Total number of lots proposed	X	X	X				S
Linear feet in streets		X	X		X		S
Area in newly dedicated right-of-way		X	X				S
Location of areas approved by County Health Department for land application, soil evaluation table (found in Section A-2-3), and approval signatures from Health Department, for projects not served by public sewer and water		X (soil eval. table only)	X				S
Manufactured dwelling parks:							
Show location of manufactured dwelling spaces and whether for single- or double-wide dwellings							S
Show typical diagram of manufactured dwelling space							S
Location of designated recreation area and facilities							S

<u>Information</u>	Minor & Major Subdivisions <u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/WDP</u>	<u>Site Plan/Group Dev</u>
Dimensions and location of all parking areas; total provided & minimum required number of parking spaces; driveways; service areas; off-street loading facilities; and pedestrian walkways							S,L
Location of each parking space, angle of parking, & typical dimensions							S
Street data illustrating:							
Existing and proposed rights-of-way (R/W) within and adjacent to property showing:							
R/W Lines	X	X	X	X	X	X	S
total R/W width	X	X	X	X	X	X	S
R/W width from centerline of existing streets		X	X	X	X	X	S
Existing and proposed streets showing:							
pavement or curb lines	X	X		X		X	S
pavement width (face-to-face)	X	X		X		X	S
cul-de-sac pavement radius	X	X		X		X	S
existing & proposed street names (refer to street name standards)	X	X	X	X	X	X	A

<u>Information</u>	Minor & Major Subdivisions						
	<u>Sketch Plan</u>	<u>Prelim Plat</u>	<u>Final Plat</u>	<u>Exclusion Map</u>	<u>Annexation Map</u>	<u>ECP/ WDP</u>	<u>Site Plan/ Group Dev</u>
Erosion control information including (continued):							
The shortest distance to the nearest applicable floodway identified on the applicable Federal Emergency Management Agency (FEMA) Map						X	E
Soil erosion and sedimentation control measures, including the design, locations, dimensions, and calculations						X	E
Permanent watershed protection controls including pond locations and types, maintenance and access easements, water quality conservation easements, and natural filtration and infiltration areas			X			X	S,E
Pond maintenance responsibility note(s) if pond(s) required			X			X	E
Stormwater network including swales, drain pipes, ditches, streams, culverts, inlet and outlet structures with grades, elevations, dimensions, and hydraulic calculations						X	U,E
Seeding specifications including seedbed preparation, seeding rates, and schedule						X	E
Soil types as shown in the Guilford County Soil Survey						X	E
Watershed classification(s), and any watershed boundary lines or WCA tier lines on the property or nearby						X	E

<u>Information</u>	Minor & Major Subdivisions			Exclusion	Annexation	ECP/ <u>WDP</u>	Site Plan/ <u>Group Dev</u>
	<u>Sketch</u> <u>Plan</u>	<u>Prelim</u> <u>Plat</u>	<u>Final</u> <u>Plat</u>	<u>Map</u>	<u>Map</u>		
Erosion control information including (continued):							
Engineer's certification statement if required by Ordinance			X			X	E
Landscaping Information including:							
Location of Street Planting Yard, Planting Yards, and parking lot plantings							S,L
Location, species, size (caliper or DBH), number, spacing, and height of trees & shrubs in planting areas (if existing vegetation is to be preserved, indicate approximate height & species mix)							L
Size of Planting Yards, walls, berms, & fences							S,L
Provisions for soil stabilization, plant protection, & maintenance access							L
Location & description of barriers to protect any vegetation from damage both during & after construction							L
Location and dimensions of central mail structure(s)							S
Location and screening of dumpsters/ compactors (show pad dimensions)							S,L

<u>Information</u>	Minor & Major Subdivisions			Exclusion	Annexation	ECP/	Site Plan/
	<u>Sketch</u> <u>Plan</u>	<u>Prelim</u> <u>Plat</u>	<u>Final</u> <u>Plat</u>	<u>Map</u>	<u>Map</u>	<u>WDP</u>	<u>Group Dev</u>
Location and size of existing freestanding signs		X					S

Certificates:							
(See A-2-3 Map Certificates for format. Certificates should be placed along left border of map)							
Survey and Accuracy signed by surveyor and attested by Notary Public (maximum allowable error: 1:5,000 or 20 seconds per angle)		X					

Ownership and Dedication signed by owner(s)		X					

Approval for Recordation		X					

Approval by Division of Highways of the N. C. Department of Transportation		X					

Statement that no approval is required by Division of Highways of the N.C. Department of Transportation		X					

Acknowledgement of Notary Public by County Register of Deeds		X					

Soil Evaluation Table (if applicable)		X					

A-2-3 MAP CERTIFICATES

(A) Survey and Accuracy (attested by Notary Public):

"I, _____, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM (AN ACTUAL SURVEY MADE UNDER MY SUPERVISION) (DEED DESCRIPTION RECORDED IN BOOK __, PAGE __ETC.) (OTHERS); THAT THE ERROR OF CLOSURE IS 1:____; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOK __, PAGE __; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS __ DAY OF __, A.D. 19__.

SEAL OR STAMP

SURVEYOR

REGISTRATION NUMBER

"NORTH CAROLINA, _____ COUNTY

I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT _____, A REGISTERED LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND OFFICIAL STAMP OR SEAL, THIS __ DAY OF __, 19__.

SEAL-STAMP

NOTARY PUBLIC
MY COMMISSION EXPIRES:

_____ "

(B) Ownership and Dedication:

THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS PLAT AND ALLOTMENT TO BE __ FREE ACT AND DEED AND HEREBY DEDICATE(S) TO PUBLIC USE AS STREETS, PLAYGROUNDS, PARKS, DRAINAGEWAY AND OPEN SPACES, AND EASEMENTS FOREVER ALL AREAS SO SHOWN OR INDICATED ON SAID PLAT, AND AUTHORIZE(S) THE (CITY) (TOWN) (COUNTY) OF _____ TO RECORD THIS PLAT IN THE OFFICE OF THE REGISTER OF DEEDS OF GUILFORD COUNTY, N.C.

WHEN GRADE OF ADJACENT PROPERTY DOES NOT CONFORM TO THE STREET GRADE, AN EASEMENT IS IN EFFECT FOR THE PURPOSE OF SLOPING EMBANKMENTS FROM STREET GRADE LEVEL AT THE PROPERTY LINE HAVING A SLOPE RATIO OF THREE FEET HORIZONTAL FOR EACH FOOT OF VERTICAL DIMENSION.

SIGNED

(C) Approval for Recordation:

APPROVED BY THE PLANNING DEPARTMENT OF _____, NORTH CAROLINA ON THE __ DAY OF __, 19__ PURSUANT TO THE DEVELOPMENT ORDINANCE.

PLANNING DIRECTOR

CITY CLERK

(D) Approval by Division of Highways of the North Carolina Department of Transportation (NCDOT):

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PROPOSED SUBDIVISION ROAD
CONSTRUCTION STANDARDS CERTIFICATION

APPROVED _____
DISTRICT ENGINEER

DATE _____

(E) Statement No Approval Is Required by NCDOT Division of Highways:

THIS PLAT DOES NOT REQUIRE A CERTIFICATE OF APPROVAL BY THE DIVISION OF HIGHWAYS AS PROVIDED IN GSS. 136-102.6, SUBSECTION (g).

SIGNED _____
PLANNING DIRECTOR

DATE _____

(F) Acknowledgement of Notary Public by County Register of Deeds:

NORTH CAROLINA - GUILFORD COUNTY
THE FOREGOING CERTIFICATE(S) OF

A NOTARY PUBLIC OF SAID COUNTY IS
(ARE) CERTIFIED TO BE CORRECT

THIS _____ DAY OF _____, 19_____

REGISTER OF DEEDS

DEPUTY REGISTER OF DEEDS

(G) Surveyor's Certification (Plat Shall Contain One of The Following):

- 1) That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- 2) That the survey is located in such portion of a county or municipality that is is unregulated as to an ordinance that regulates parcels of land;
- 3) That the survey is of an existing parcel or parcels of land;
- 4) That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;
- 5) That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of his or her professional ability as to provisions contained in 1 – 4 above

SIGNED AND SEALED

(H) Soil Evaluation Table:

If any lots are not provided with municipal sanitary sewer service, the final plat shall show the following Certificate of Approval from the Environmental Health Division:

THE APPROVED RECORDED AREAS WERE EVALUATED UNDER JANUARY 1, 1990 RULES AND REGULATIONS AND ARE VALID UNTIL SUCH TIME THAT THESE RULES CHANGE. THIS APPROVAL DOES NOT CONSTITUTE AN IMPROVEMENT PERMIT.

	Application	Available	Type of		
Lot #	Rate	Area (Sq. Ft.)	System	Date	Sanitarian

The approved area will be circled on the plat; and if multiple areas are available on the lot, they will be designated with letters.